

Microsoft Word 2016

Activities 1 & 2

Skills Assessed: Getting to know you as well as gauging what you know about Word. Familiarize one's self with Edmodo and how to submit assignments

Activity 3

Skills Reviewed: - Creating a centered list, - Using the horizontal centering command, - Using bold, italics, and underline features, - Changing font and font size

Activity 4

Skills Reviewed: - Inserting and deleting words, - Copy and pasting blocks of words, - Changing margins, - Changing font size, - Drag and drop method

Activity 5

Skills Reviewed: - Adding online images, - Wrapping text around an image, - Copying an image, - Resizing an image, - Distorting an image, - Rotating an image

Activity 6

Skills Reviewed: - Moving blocks of text using drag and drop OR cut and paste, - Adding online pictures, - Text wrapping, - Changing margins, - Line spacing

Activity 7

Skills Reviewed: - Font effects, - Alignment, - Line spacing, - Numbering

Activity 8

Skills Reviewed: - Font effects, - Underlining options, - Line spacing, - Online Pictures, - Center alignment

Activity 9

Skills Reviewed: - Using the Tab key, - Setting margins, - Changing font size and style, - Using bold, italics, and underline, - Adding online pictures

Quiz 1

Skills Assessed: - Font size, - Font style, - Margins, - Tab key, - Online pictures, - Bullets and numbering, - Spell check, - Center and right alignment, - Text wrap, - Bold, italics, and underline, - Copy & paste, - Drag & drop

Activity 11

Skills Reviewed: - Inserting a text box, - Word wrap, - Using the drawing toolbar, - Formatting WordArt, - Online pictures, - Page orientation, - Inserting shapes, - Flowcharts

Activity 12

Skills Reviewed: - Inserting a table into a document, - Inserting symbols, - Using the drawing toolbar, - Using the tables toolbar, - Merging cells, - Using the borders toolbar, - Rotating shapes

Activity 13

Skills Reviewed: - Inserting tables, - Using the tables toolbar, - Using the borders toolbar, - Adding online pictures, - Font size, - Alignment

Activity 14

Skills Reviewed: - Using columns, - Formatting columns, - Inserting online pictures, - Alignment

Activity 15

Skills Reviewed: - Using the Tab key, - Inserting Tab stops, - Identifying Tab selector, - Removing Tab stops

Activity 16

Skills Reviewed: - Using Tab, - Inserting and adjusting Tab stops, - Dash leaders

Activity 17

Skills Reviewed: - Inserting and adjusting columns, - Formatting columns, - Inserting column breaks, - Selecting all text at once

Activity 18

Skills Reviewed: - Selecting an entire text at once, - Copy & paste, - Using indent markers, - Adjusting indent markers, - Inserting watermarks, - Formatting watermarks

Activity 19

Skills Reviewed: - Using Styles, - Adjusting Styles, - Inserting and adjusting indent markers, - Inserting headers, - Using the date & time stamp, - Alignment, - Inserting page numbers, - Inserting footers

Microsoft Word Test

Part One – Project 1

Part Two – Project 2

Part Three – Written Test

Skills Assessed: All